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**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
November 15, 2004**

**PRESENT:** LAURA PETRAIN, CHAIRMAN; LEON METHOT, CO-CHAIRMAN; HELEEN KURK, SELECTMAN; THOMAS REYNOLDS, JR. SELECTMAN; DOUGLAS COOK, SELECTMAN

**TOWN ADMINISTRATOR:** ROBERT CHRISTENSEN  
**RECORDING SECRETARY:** CHERRY PALMISANO

**GUESTS:** FRANK CAMPANA, MATT ESENWINE, JONATHAN DOWST, GINGER ESENWINE, FORREST ESENWINE, BOB KNAPP, BRENDA THOMAS, ELAYNE PIERSON, TINA PELLETIER, EVELYN M. CONNOR

**6:55 p.m. Chairman Laura Petrain called the meeting to order.**

**1. PUBLIC PARTICIPATION** – Douglas Bruce James publicly endorsed the Police Chief.

**2. ASSESSING CONTRACTS**

*Assessing Department presented the contracts*

Craig Nichols from Avitar stated that this year the town didn't spend the \$82,000 because Judy Rogers handled most of the general assessing data entry so Avitar did not have to be in town on a weekly basis. They had to look at 650 new properties and roughly 600 more on the data verification totaling around 1300. Craig said that the town will have to spend a little more of the \$82,000 next year because they have to look at the properties that were under construction last year but they will not count as part of the data verification, because they have already been looked at last year. They still need to be checked to see what stage of completion they are in and then they still need to look at roughly 1300 properties, so they will have to be in town more. They will not exceed the \$82,000 but they bill as they are here.

Mr. Nichols gave an option of a two year general assessing contract with data verification including a full update. This option guarantees a fixed rate and the Town can sign a new contract every year. Approval locks the Town into a rate with a level of funding of \$126,000. Selectman Cook asked that in 2006 would they be in compliance with the state and Mr. Nichols confirmed this.

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If the Town chooses it can go to just general assessing with no data verification which will be difficult. Mr. Nichols recommends one of the other 2 options, similar to last year, or checking with other companies to be fair to the town.

Selectmen Kurk and Cook questioned whether we really need to set aside \$82,000, since we only spent \$41,000 last year, or can we cut it down to \$60,000. Mr. Nichols said he would check into it but was concerned with abatement issues.

Selectman Cook asked Mr. Nichols when the update would be available. Mr. Nichols said it would be ready for the second half of 2006. With possible abatements at that time.

Selectman Cook questioned Mr. Nichols on NASAF Valuation given the moratorium, stating that we have had some significant increases in evaluation, questioned whether we would continue the trend or is this ordinance going to put a halt to it or cut it in half. Mr. Nichols responded by questioning Chip Meany regarding what has happened to building permits over the last year. Mr. Meany stated that almost all the permits have been given out with the Interim Growth Ordinance 60 permits were issued not including the phased projects, or vested properties that were not counted. They all agreed that the town would continue with roughly 100 new constructions each year.

Chairman Laura Petrain asked Matt Esenwine to introduce the members of the Finance Committee that were present. Matt Esenwine chair, of town sub committee of the finance committee introduced himself. Mr. Esenwine introduced Jonathan Dowst and Bob Knapp who are members of the town finance committee.

### **3. BUDGETS**

**ASSESSING** - Bob Christensen stated that the assessing budget was straight forward and that Craig Nichols and Judy Rogers were there to answer any questions and provide additional information needed. Mr. Christensen said that the 2005 hourly wage should be what they are getting in 2004 and the raise is reflected in the Selectmen's Office one time merit pool.

Selectman Cook questioned if they should distribute the raises accordingly instead of in the Selectmen's Pool. Chairman Petrain said that she would like the board to look at the evaluations and put the money directly into the designated budget, foregoing the Selectmen's Pool.

Selectman Cook questioned Judy Rogers on the update on the computer program for sketching. Judy responded that she wasn't sure if they were going with it but wanted to put it in the budget until it was decided. Mr. Nichols commented on how the new software would be far more accurate.

Selectman Kurk stated that Assessing was up a little over \$3,000. Selectman Cook said it was contributed to the assessing tax map and the request for new software.

**CODE ENFORCEMENT** – Mr. Christensen said that coupled with this budget will be a CIP item for a 3 year build up towards the purchase of a truck. Mr. Meany stated that the salaries for code enforcement wages will not meet the 2004 projected budget because the change in the

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secretarial position. Also the hours for next year have been cut back from 32 to 30 hours per week. Mr. Meany stated that the \$600 software budget was dropped to \$300 hoping that the Planning Board and Zoning could share a program to help keep better track of records.

Matt Esenwine questioned tax map maintenance going from \$2500 having spent \$2779 and with \$2700 budgeted for contract for next year. Mr. Meany responded that there may be an increase in the contract for next year. Selectman Cook requested that Mr. Christensen look into the situation. Selectman Kurk asked why the health insurance was down. Mr. Meany responded that the secretarial position was budgeted for health insurance but because the position dropped hourly they never required the health insurance.

Jon Dowst asked Mr. Meany for the approximate budget impact of the leased vehicle. Mr. Meany stated that it would be around \$350 a month for a 3 year lease or \$26,000 for the CIP divided by 3 equaling \$8,000 a year or \$700 a month. Selectman Cook asked if they would replace the truck in 3 years. Mr. Christensen responded that if the leased vehicle is passed on the warrant article it would be handed in, it would not be a leased purchase, and the CIP would be anticipating a new vehicle in 2008. Mr. Meany stated that with no down payment, 15,000 miles allowed per year it would cost \$350 a month.

Mr. Esenwine wants to go ahead with CIP but would like to consider a used vehicle if more fiscally responsible.

**FINANCE BUDGET** – Mr. Christensen stated there was little change in the Budget from last year. Elayne Pierson stated that the major increase is for support for business management there is a \$762 increase because business management changed.

It was determined that employee time be up to date and shown on timecards weekly.

**Chairman Petrain moved, Selectman Reynolds seconded to accrue time weekly on employee pay stubs. Passed 5-0-0.**

Elayne Pierson said she could have this changed no later than the first week in December. Elayne requested a warrant article on for a part timer and will put together a list of duties and associated costs. Jon Dowst proposed outsourcing payroll. Selectman Cook said they have figures and will compare them when all the information comes in.

**TAX COLLECTOR** – Mr. Christensen stated that there was one item downgraded in regards to office equipment of \$1300. Tina Pelletier voiced her concerns about the possible need for a new laser printer. Selectman Cook felt that a laser printer was a one time expense and should go back on the warrant.

Selectman Kurk questioned Tina Pelletier about the restoration of documents it was determined that is necessary to budget \$1,000. Selectman Cook suggested that the documents be restored on CD. Tina said that CD is not recognized storage by the state.

**TOWN CLERK BUDGET** – Mr. Christensen stated one change taking place in office supplies with bottom line down \$2,850. Evelyn Connor reminded the Board that the Tax Collector's

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office will be closing Wednesday, November 24<sup>th</sup> at 4:30. It was agreed that the Tax Collector's office will be closing Thursday, December 23rd at noon.

Evelyn signed up as a test site, in January, to register vehicles over 8,000 in-house which will produce more revenue for the town.

Evelyn announced that the election went smoothly with a 4,404 turnout, 621 of which registered that day, totaling 79% of 5,800 registered voters. On Election Day the town was inspected by the Secretary of State and passed with an A and also passed Attorney General's inspection.

Selectman Kurk questioned the need to set goals and objectives for the town budget. Matt Esenwine stated that the Finance Committee perceives one of the goals of the board is to get the budget passable. Mr. Christensen stated that the board does need to articulate an overall philosophy.

Selectman Cook determined that for every \$10,000 spent we would save a penny compared to last year if we had a NASAF increase of \$10,000,000.

Matt Esenwine announced that the Finance Committee would like to see a 0% tax increase, but is uncertain if that's possible until the budgets are all in. Co-Chair Methot said that this most likely will not be possible because the tax rate went down. Selectman Cook said that based on the DRA tax calculation sheet the approved town/city tax rate was \$1,122,946 equally a \$2.86 tax rate, therefore with an increase in the NASAF evaluation we will gain \$25,000 extra to spend between everyone.

## **4. OLD BUSINESS**

**MEETING MINUTES** - Chairman Petrain stated that the minutes from September 20, 2004 were on hold to review tapes.

Mr. Christensen said that we need to document what the finished product of the minutes should reflect and try to cut down with the dialogue recording in the minutes.

## **MANIFESTS**

**Chairman Petrain moved, Co-Chair Methot seconded, to authorize the Board of Selectman to sign Manifest and order the Treasurer to sign checks dated November 18, 2004. Passed 5-0-0.**

Accounts payable	\$530,005.04
Gross Payrolls	<u>\$26,028.02</u>
Total	\$556,033.06

**Selectman signed manifest November 8, 2004 and ordered the Treasurer to sign checks dated November 10, 2004.**

Accounts Payable	\$7,065.02
Gross Payroll	<u>\$29,256.62</u>
Total	\$36,321.64

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**IMPLEMENTATION OF DPW WINTER PLOWING STANDARD OPERATING PROCEDURES**

**Selectman Kurk moved, Co-Chair Methot seconded, to accept the standard operating procedures for the Highway Department dated November 17, 2003. Passed 5-0-0.**

**5. TOWN ADMINISTRATOR REPORT**

**LAWN CARE BIDS** - Legal counsel advised that when 2 numbers are obviously transposed in a bid, you cannot ask them if they meant to transpose, all the Town is allowed to do you is ask them if they intend on providing the service for the stated price.

**CEMETERIES**- Mr. Christensen stated that Don Burke gave him the Cemeteries Trustees recommendation to go with \$23,500 bid from All About Lawn Care.

**TOWN REPORT TOWN MAILER**

Mr. Christensen recommended the town go with T. Pine because of the low bid and samples provided.

**Chairman Petrain moved, Co-Chair Methot seconded, to award the 2004 Town Report and 2005 Town Mailer to T. Pine for the amount of \$8,208. Passed 5-0-0.**

**Chairman Petrain moved, Selectman Reynolds seconded, to award the auditing contract for a 3 year term to Vachon, Clukay & Co., PC for 2004 \$10,900, 2005 \$11,300, 2006 \$11,550. Passed 5-0-0.**

**Co-Chair Methot moved, Chairman Petrain seconded, the Floater Position hourly wage was amended to \$11.00. Passed 5-0-0.**

Co-Chair Methot questioned how much of the operating budget should be left at this point in the year – Mr. Christensen quoted Elayne that 15.25% was left. It was not determined whether this included the FEMA money.

Mr. Christensen asked for permission to purchase a New Hampshire state flag. Selectman Kurk stated that the money could come out of hers.

Selectman Cook requested a projected number, as of December 31, that would be left over from the budget so that department heads may request certain items.

**Co-Chair Methot moved, Selectman Reynolds seconded, to accept Donna Osbornes request to volunteer for the Benefit Review Committee for a 1 year term. Passed 3-1-1.**  
**Selectman Cook voted no, Selectman Kurk abstained**

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**6. NONPUBLIC SESSION**

**Chairman Petrain moved, Selectman Reynolds seconded, to enter into nonpublic session @ 11:10 p.m. pursuant to the authority granted in RSA 91-A:3II(c). A roll call vote was taken. Co-Chairman Methot - yes; Selectman Reynolds - yes; Selectman Kurk - yes; Selectman Cook - yes; Chairman Petrain - yes. Passed 5-0-0.**

**7. ADJOURNMENT**

A True Record.

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Cherry Palmisano, Recording Secretary